



GENERAL GUIDELINES AND REQUIREMENTS STREET CLOSURE PERMIT

Completion of the City's Street Closure Permit and submission of the application must be made to the City Clerk's Office at least **30 days prior** to the event. **NOTE:** A Street Closure Permit is necessary when an event is not open to a specific/defined neighborhood or area; an admission fee is charged for attendance; and alcoholic beverages can be sold. A Street Closure Permit applies to the major collector streets as follows: North Avenue, Main Street, Lakewood Drive, Wakonda Drive, Wright Road, and Cherry Street/Parkway, Lexington Drive, Colonial Parkway, and Colonial Circle, or as amended.

Street closures are limited to six (6) hours; between the hours of 9 A.M. and 11 P.M. Sunday through Thursday or 9 A.M. and 12:30 A.M. Friday and Saturday.

The application must include a map of the specific area to be used and blocked off. **NOTE:** Except for very limited circumstances, the City will require that a street closing be from cross intersection to cross intersection so that no traffic can turn onto a closed street.

The applicant must comply with all federal, state, county, and city laws, ordinances and regulations including all regulations adopted and established by the City.

The application shall be accompanied by a petition designating the proposed areas of the street to be used and the time of the proposed use. The petition shall be signed by owners representing not less than **seventy-five percent (75%)** of the affected properties (commercial & residential) abutting the area of the street to be closed. The applicant shall provide at least a 72-hour written notice of the event to all residents and commercial tenants, owners, and lessees and provide a copy to the City Clerk's office.

Standard, orange and white, safety barricades are required. The barricades must be sufficient so as to completely close the street. A minimum of two per traffic lane evenly spaced so that vehicles are not able to detour around the closed street segment. Saw horses, ropes and flags are **NOT PERMITTED** as alternatives. It is strongly encouraged that someone in the group be responsible for always maintaining the proper position of the barricades, as their mobility is a risk. For additional safety, it is also recommended that the event be held no less than 100 feet inside the barricaded area.

City Staff will determine if special services are required such as police coverage, sanitation requirements (dumpsters, porta-potties), and other equipment.

Insurance Requirements - The applicant shall submit an insurance plan indicating the following coverages to the City Clerk 10 days prior to the event. The granting of a street closure permit does not grant the right to the applicant to serve beer or other alcoholic beverages upon public streets or property.

- ☐ The certificate of insurance will show \$1,000,000 in liability coverage. The applicant will hold the City harmless from all damages that may result from the event and name the City as an additional insured.

- ❑ If permission is granted to sell/serve beer or other alcoholic beverages on public streets or property, a separate Liquor Liability insurance with a minimum of \$1,000,000 per occurrence is required.

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Street Closure Permits

With respect to the sale of alcoholic beverages, the applicant must secure an Outdoor Service License with its accompanying Dram Shop Liability Certificate of Insurance.

Finally, the City expects that the barricades will be removed from the roadway or street immediately following the event and the area be cleared of all debris.

FEE DUE AT TIME OF APPLICATION - \$50.00

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Approved 08-17-00

STREET CLOSURE APPLICATION

Complete and submit this form to the City Clerk's Office at least 30 days prior to the proposed event.

LOCATION OF EVENT (Street Name): _____
(Attach map showing location of barricades)

DATE OF EVENT: _____ RAIN DATE: _____

Street Closing Time: _____

Street Opening Time: _____

Event Starting Time: _____

Event Ending Time: _____

NAME OF CONTACT PERSON (SPONSOR): _____

Address: _____

Phone – (Day) _____ (Evening) _____

NAME OF ALTERNATE CONTACT PERSON: _____

Address: _____

Phone- (Day) _____ (Evening) _____

TYPE OF EVENT AND OTHER SAFETY PLANS OR INFORMATION:

ESTIMATED ATTENDANCE: _____

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**Cleanup: Event Sponsors are responsible for the collection and cleanup of trash from the event. Groups who leave the street in a condition that requires cleanup will be charged for the cost of cleanup.**  
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I understand that if all requirements are not met the event can be cancelled by the City at any time including at the start of or during the event.

In the event that an organization is the applicant, I hereby certify have the legal authority to represent the applicant and/or the participants, and I have read the above requirement, understand the provisions, and freely and voluntarily sign it. It is further understood the Norwalk City Council has the authority to grant or deny permission for this event.

Applicant Signature

Date

City Council Approval (date): _____

Acknowledgement

City Clerk: _____

Fire Chief: _____

Director of Community Services: _____

Police Chief: _____

City Administrator: _____